



JUNIOR LEAGUE
of CHICAGO

39th Annual Gazebo Holiday Market

Dear Prospective Merchant,

On behalf of the Junior League of Chicago, we invite you to apply for participation in our 2010 Gazebo Holiday Market. **The event will be held at The Chicago Cultural Center at 78 East Washington Street and will take place on Thursday, November 18th, Friday November 19th, and Saturday, November 20th.** The Cultural Center is located on magnificent Michigan Avenue with access to Chicago's premier shopping, many hotels, famous restaurants, Millennium Park, and the financial district which provides the perfect backdrop for artisan designs.

The event includes **two full days of shopping** as well as a private preview cocktail party with shopping on the Thursday night before the event opens to the public on Friday.

Enclosed you will find a Gazebo Potential Merchant Packet containing further details about this unique business opportunity that supports the 98-year mission of the Junior League of Chicago: *Women committed to and highly trained in voluntarism in order to empower at-risk families, especially women and children, through mentoring, advocacy and education.*

We ask all prospective merchants to submit their merchandise to the Gazebo selection committee for jury. This is to be done in one of two ways –by sending samples to the committee (strongly preferred) or by sending in photographs of your merchandise (mandatory). Please include a stamped envelope if you would like the merchandise returned or note if you would like it donated to a Junior League raffle.

In addition to the booth fee, we request a donation of 15% of your net sales made at or resulting from the 2010 Gazebo Holiday Market. Proceeds from the 2010 Gazebo Holiday Market will help fund the Junior League of Chicago's Community Projects.

If you would like to join us for 2010 Gazebo Holiday Market, please fill out all attached forms and return along with a photograph and sample of merchandise by June 1st. Please direct any questions to:

Name: Laura Glosniak

laura.kimberly@gmail.com or marketmerchants@jlchicago.org

Phone: 214-676-5773

We look forward to hearing from you!

Sincerely,

Laura Glosniak & Sally Truckenbrodt

JLC Gazebo 2010, Merchant Co - Chairs



JUNIOR LEAGUE
of CHICAGO

2010 EXHIBITOR INFORMATION FORM

39th Annual Gazebo Holiday Market

Location: Chicago Cultural Center • 78 East Washington (77 E. Randolph entrance) • Chicago, IL • 60601

Dates: Thursday, November 18th, 2010 thru Saturday, November 20th, 2010

Thursday, November 18, 2010.....6:00 p.m. - 10:00 p.m.

Friday, November 19, 2010.....11:00 a.m. -7:00 p.m.

Saturday, November 20, 2010.....10:00 a.m. - 4:00 p.m.

Expected Number of Shoppers: 800 but will exceed 1,000

Merchant Cost with application by July 15th:

Single Booth: \$375

Provided are: Two six to eight foot draped tables, two chairs and exhibitor's sign.

Double Booth: \$575

Provided are: Three six to eight foot draped tables, two chairs and exhibitor's sign.

***Merchant Cost with application after July 15th:**

Single Booth: \$425

Provided are: Two six to eight foot draped tables, two chairs and exhibitor's sign.

Double Booth: \$625

Provided are: Three six to eight foot draped tables, two chairs and exhibitor's sign.

Merchants are also required to pay a commission of 15% on all net sales made at the 2010 Gazebo Holiday Market.

Please note: Prospective merchants should have all applications in no later than July 15th. Accepted vendors confirmed and paid by July 31st will be identified on the Gazebo Market invitation. The invitation is mailed to JLC members and other targeted audiences in advance.



2010 EXHIBITOR'S AGREEMENT FORM

39th Annual Gazebo Holiday Market

Agreement

The Junior League of Chicago, Inc. ("Junior League"), a not-for-profit organization hereby agrees to furnish Exhibitor space for the display and sale of Exhibitor's merchandise at the 2010 Gazebo Holiday Market to be held at The Chicago Cultural Center at 77 East Randolph, Chicago, Illinois 60601. The dates for the event are Thursday, November 18th to Saturday, November 20th with an opening night cocktail party on Thursday, November 18th. Participation in the event is subject to the conditions set forth as follows:

Rental Fee

The Junior League will provide the Exhibitor with space, which the Exhibitor agrees to rent at the following rate (prices will increase if we receive your application after July 15th):

Single Booth:	\$375.00
Description:	Two six to eight foot draped tables, two chairs and exhibitor's sign.
Double Booth:	\$575.00
Description:	Three six foot to eight foot draped tables, two chairs and exhibitor's sign.

If additional equipment is needed (e.g., electricity, additional tables etc.), please note on your application. You will be contacted to discuss if available and if there is an additional fee. Chairs are available, please note number needed.

Exhibitor's Space

In order to ensure the overall success and continuity of the Gazebo Holiday Market, the Junior League reserves the right to assign space at the Chicago Cultural Center at the sole discretion of the Junior League.

Commission

The Exhibitor agrees to pay a commission of 15% on all sales (not including tax or shipping) made at or resulting from the 2010 Gazebo Holiday Market. Full commission (100% of this commission) is due at the close of event on Saturday, November 20th 2010.

Profits

All profits realized by the event will be returned to the community through the Junior League of Chicago Community Projects.

Non-Liability

The Exhibitor shall assume all risk with respect to the Exhibitor's merchandise and bear all expenses connected with the 2010 Gazebo Holiday Market and/or the Chicago Cultural Center including, but not limited to, phone expenses, hotel accommodations, transportation to and from the event, parking or other associated vehicle costs, loading and unloading merchandise at the location, packing and unpacking of the Exhibitor's merchandise and any insurance thereon desired by the Exhibitor. The Junior League shall bear no liability for loss, theft, damage to the Exhibitor's merchandise for whatever reason or cause. The Junior League shall bear no liability for any damage cause by the Exhibitor to the Chicago Cultural Center, and the Exhibitor shall be solely responsible for any costs associated with such damage.

Set-Up

The Exhibitor will move in and set-up its merchandise at the Gazebo Holiday Market by Thursday, November 18th, 2010, according to a pre-determined and assigned schedule provided by the Junior League of Chicago. The Junior League reserves the right to assign a time block for the Exhibitor to arrive and set-up its merchandise at the Chicago Cultural Center. This assignment will be the sole discretion of the Junior League in order to insure an orderly and smooth set up. Time blocks will be available from 7:00 a.m. to 11:30 a.m., with all exhibitors set up complete no later than 12:30 p.m. on Thursday, November 18th, 2010.

Take-Down

The Exhibitor shall not begin to pack up or remove merchandise until the close of the Gazebo Holiday Market at 4:00 p.m. on Saturday, November 20th, 2010.

Hours

Public shopping will be:

Thursday, November 18th from 6:00 p.m. until 10:00 p.m.

Friday, November 19th from 11:00 a.m. until 7:00 p.m.

Saturday, November 20th from 10:00 a.m. until 4:00 p.m.

The Exhibitor's display booth will be open and staffed with at least one qualified sales person at all times during shopping hours. These hours may vary slightly depending on "lingering sales."

Merchandise

The Junior League of Chicago has not stated nor represented to the Exhibitor that other exhibitors will not be selling merchandise that is not the same or similar to that of the Exhibitor, and the Exhibitor has entered into this Agreement/Contract with that understanding.

Sales Tax

Current Illinois sales tax must be charged on all over-the-counter sales. All exhibitors, both those located inside and outside the State of Illinois, who are exhibiting at the 2010 Gazebo Holiday Market will be liable for collecting and remitting to the State of Illinois the appropriate sales tax where required. All exhibitors must provide an Illinois Business Tax (IBT) number to the Junior League of Chicago. For information on registering with the state and remitting tax, visit <http://www.revenue.state.il.us/Individuals/SalesandRelated/fairs.htm>

Publicity

The Junior League of Chicago will publicize the 2010 Gazebo Holiday Market at its expense. The amount and method of advertising will be at the discretion of the Junior League. We do, however, encourage you to inform your own customers and other parties of the show.

Wrapping

The Exhibitor will supply all materials needed to package or box merchandise.

Accounting

The Junior League assumes no responsibility for the collection of accounts from customers. All sales and orders shall be recorded in TRIPLICATE on pre-numbered sales slips provided to the Exhibitor by the Junior League. One copy is to be retained by the Exhibitor. At the conclusion of the Exhibitor's sales on each day, Exhibitor will deliver to the Business Manager of the 2010 Gazebo Holiday Market an accounting of total sales made by the Exhibitor at the event that day. This accounting will include the Junior League's copy of each sales slip, INCLUDING VOIDS, and a list of the sales in a format provided by the Business Manager. The third copy of the sales slips will be given to the customer.

Delivery

The Exhibitor will have sufficient inventory on hand at all times during the event, and all such inventory will be contained within its display booth space. Exhibitor guarantees that all orders for merchandise accepted at the 2010 Gazebo Holiday Market will be filled by December 31, 2010, unless other arrangements are agreed to by the customer and indicated in writing on all receipt copies. If the Exhibitor is unable to meet these demands, the Exhibitor will provide the customer with prompt notice of their inability to fill the order by December 31, 2010.

Termination

Exhibitor may terminate this agreement by giving written notice to the Junior League of Chicago, 1447 North Astor, Chicago, Illinois, 60610, Attention: Gazebo Vendor Committee. Should Exhibitor terminate this agreement within 30 days of signing this agreement, 50% of rental fees will be forfeited to the Junior League of Chicago. After 30 days, ALL rental fees paid will be forfeited to the Junior League of Chicago. The Junior League of Chicago may terminate this agreement by written notice at any time, with or without cause. Should the Junior League terminate this agreement, all fees paid will be refunded in full.

I, _____, have read the 2010 Exhibitor's Agreement and hereby agree to the conditions set forth. Please remit a signed 2010 Exhibitor's Agreement and return with your 2009 Reservation and Payment Form.

Exhibitor's Signature

Date



JUNIOR LEAGUE
of CHICAGO

2010 EXHIBITOR APPLICATION FORM

39th Annual Gazebo Holiday Market

NAME OF BUSINESS: _____

CONTACT NAME/S: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____ WEB SITE: _____

ILLINOIS BUSINESS TAX (IBT) NUMBER: _____

Please include the following with your application:

At least 3 (Non-returnable) current photographs/brochures of your merchandise and booth space. **No application will be considered complete unless it is accompanied by the photographs.** (Please enclose a stamped self-addressed envelope if you wish to have your photograph(s) returned.)

Samples of your merchandise. This is important to ensure that we have a good idea of your product. **Please let us know if you would like your sample returned or donated to our raffle.**

Vendor contract signed and dated with application to assure all guidelines are understood.

*Completion of this application and/or participation in past shows DOES NOT GUARANTEE selection for Gazebo. Once your money is received and your **application is accepted your fee is not refundable if you withdraw your application within 30 days of the show. A \$30.00 fee will be charged for all returned checks.** Please make checks payable to the *Junior League of Chicago*.

1. **PRODUCT ASSORTMENT:** Describe the merchandise of your booth. Be as complete as possible to avoid a large concentration of similar merchandise. Describe your target customer. Use a separate sheet of paper or the back of this form if necessary. Include photograph(s) of your merchandise.

2. **PRICE RANGE:** Describe the price range of your merchandise; include the approximate median price points.

3. **VISUAL DISPLAY:** Describe your ideal booth set up and/or special needs.

4. **EXPERIENCE:** Please list other shows you have participated in and your net sales from each:

1. Show: _____ Net Sales: _____

2. Show: _____ Net Sales: _____

3. Show: _____ Net Sales: _____

5. **CATEGORY:** Please list what category your products fall such as Home Goods, Accessories, Stationary, Woman's Clothing, Menswear, Jewelry, Art, etc.

6. **MARKETING LINE:** If you are selected as a Gazebo 2010 merchant, how would you want your business/product described to shoppers to market yourself?

7. **PAYMENT:** Please note if you accept credit cards or checks. * or use a cash register. (We require copies of tape from register.)

PLEASE RETURN COMPLETED FORM TO:

Junior League of Chicago • Merchant Committee • 1447 N Astor Street • Chicago, IL 60610